

**Town of Brewster, Massachusetts
Draft Job Description**

Position Title:	Groundskeeper, Licensed	Grade Level:	III
Department	Golf Department	Date:	June 6, 2011
Reports to:	Golf Foreman	FLSA Status	Non-Exempt

Statement of Duties: Employee is responsible for the general maintenance of the municipal golf course grounds, including the application of pesticides and operation of equipment. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the direct supervision of the Golf Foreman, where detailed and specific instructions govern the assigned work or are explained with each assignment by the supervisor. Questionable situations are referred to the supervisor for further instruction or guidance. The supervisor reviews the work in progress or upon completion as necessary.

Supervisory Responsibility: Employee is not responsible for the regular supervision of other town employees.

Confidentiality: Employee does not have regular access to confidential information, in accordance with the State Public Records law.

Accountability: Consequences of errors or poor judgment may include missed deadlines, and personal injury, and danger to public health/safety.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

Work Environment: Work is primarily performed outdoors and conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, dust, smoke, heat, cold, oil, dirt or grease. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contact with the public may be required on an occasional basis.

Occupational Risk: Essential functions regularly present potential risk of personal injury to the employee from improper exposure to working conditions that could result in loss of time from work. Examples of injury include burns from chemicals, severe muscular strains from working with extremely heavy material. Special safety precautions, training, or protective clothing such as coveralls, gloves, glasses, hard hats or safety boots may be required.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Maintains the overall landscape of the municipal golf course.
2. May be responsible for applying pesticides in accordance with safety regulations and standards.
3. Operates vehicles, equipment, tools and machinery used in the maintenance and repair of the golf course grounds.
4. Responsible for the aeration, seeding, weeding, clean up, watering, preparation, and fertilizing of grounds.
5. Responsible for seasonal snow and leaf removal.
6. May be required to operate various department equipment including but not limited to a front-end loader, kabota tractor, or a fork lift.
7. Repairs and replaces pipes and heads on sprinkler systems, provides assistance to the irrigation technician as needed.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent and one (1) year of experience in grounds maintenance; or an equivalent combination of education and experience.

Special Requirements: Class D Motor Vehicle Operator's license; Class 2A (excavator/backhoe/loader) hoisting license required. Pesticide Applicator's License required.

Knowledge, Abilities and Skill

Knowledge: Pesticide application procedures, knowledge of turf care and maintenance, knowledge of golf course operations and equipment used for perform duties.

Abilities: Ability to adhere to safety precautions, follow directions and perform duties in a timely, efficient manner.

Skills: Proficient skill in operating equipment and machinery.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

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made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. Outdoor work during adverse weather conditions and troublesome road conditions and at times during the evening, is required. There also may be a need for the employee to twist, kneel, crouch, stretch, and reach to retrieve materials or equipment. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination in order to safely operate hand and power tools, department equipment including but not limited to pesticide applicators, lawn mowing, and/or department maintenance equipment.

Visual Demands: Visual demands require the employee to routinely read documents and equipment instruction materials for general understanding.